



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 11000.1

G-4

16 APR 2002

STATION ORDER 11000.1

From: Commanding General
To: Distribution List

Subj: SPACE OPTIMIZATION COMMITTEE (SOC)

Ref: (a) NAVFACINST 11010.44E
(b) MCO P11000.5F
(c) NAVFAC P-72
(d) NAVFAC P-78
(e) MCO 11000.14
(f) NAVFAC P-80
(g) MCO P11000.7C
(h) MCAS Miramar Master Plan (1999)

Encl: (1) Work Request Form, NAVFAC 9-11014/20
(2) Facilities Requirement Survey
(3) Facilities Inspection Checklist

1. Purpose. To establish responsibilities and procedures for the allocation, assignment, utilization, change in function, and termination of assignment of all Marine Corps Air Station (MCAS) Miramar facilities space included in the real property records. This Order establishes the Host-Tenant process that outlines organizational responsibilities for facilities space management, as well as office and administrative space planning guidelines in accordance with references (a) through (h). Facilities space usage and functionality will follow the guidelines of reference (f). It also outlines procedures to be used in reviewing, controlling, coordinating, and documenting facility space issues in accordance with references (c) through (f). This Order applies to all MCAS, Miramar Commands and tenant organizations.

2. Introduction. The facility management process consists of reviewing, documenting, coordinating and processing requests for facility space usage and assignment. Management of MCAS, Miramar facilities include, but are not limited to; hangars, maintenance shops, office spaces, recreation facilities, community services, warehouses, concessionaires, and other facility related space requirements to include Appropriated and Non-appropriated funded activities.

3. Procedures for Requesting and Assigning Space. Requests for space, as well as any changes in utilization or modifications within a facility, will be submitted by MCAS, Miramar Department Heads, 3d Marine Aircraft Wing (MAW) commands with an endorsement by the Assistant Chief of Staff (AC/S) G-4, 3d MAW and other Tenant Organization Commands to the Assistant Chief of Staff G-4, Installations and Logistics, (Attention: Public Works Officer). Requests will be submitted on a standard Work Request Form NAVFAC 9-11014/20, as shown in enclosure (1), with enclosure (2) Facility Requirements Survey, as an attachment. If submitted via MAXIMO, include the information outlined in enclosure (2) in the description of the work/comments blocks. Facilities space will be calculated, using the guidelines outlined in reference (f). Representative space allowances are outlined in Table 1 below:

TABLE 1

DESCRIPTION	SPACE ALLOWANCE IN SQUARE FEET (REF F)
O-6/GS-15, 14	200
O-5/GS-13, Division Heads	150
O-4, O-3/GS-12, Branch Heads	100
Senior Enlisted, CWO/GS-9 Unit Supervisors	110
Clerical	60
Conference Room-8 persons	150

Assignment of space will be based on an increase or decrease in personnel or change in mission. The request for space must be based on an approved current personnel force structure with a signed memorandum from the Personnel Officer, AC/S G-1, and Director, Human Resources Office (HRO) for military and Appropriated Funded employees, and the AC/S MCCA, for Non-Appropriated Funded employees.

a. Public Works Department (PWD) will:

(1) Upon receipt of the work request, coordinate the agenda and quarterly meeting schedule of the SOC.

(2) Ensure the SOC committee members receive and read information 15 days in advance of the scheduled meeting.

(3) Ensure applicants for facilities space issues are invited to be present to advocate their request.

(4) The recommendations of the SOC will be submitted to the Chief of Staff within seven working days, for final approval.

(5) Once the approval is obtained, the requestor may submit a work request for items desired to be completed prior to occupancy.

4. Occupancy Agreement Process. Prior to initial assignment of a facility space, PWD Zone Managers must be advised, in writing, of the primary and alternate occupant appointed building managers. The requesting organization or command will be liable for any damages to the facility beyond "normal wear and tear," and will restore the facility to the condition of original receipt.

a. PWD will:

(1) Document the condition of facility space when the occupant moves in by utilizing a Facilities Inspection Checklist, outlined in enclosure (3).

(2) The occupant's designated building manager and a PWD Facilities Maintenance Zone Manager will agree on the existing condition of the facility. A copy of the checklist will be provided to the occupant. The original copy will be filed with the Zone Manager.

(3) Update the function and designated occupant of the facility on the Naval Facilities Asset Data Base, per references (d) and (e).

b. Occupant or appropriate Building Manager will:

(1) Provide written notice to PWD/Facilities Maintenance, before vacating the premises, changing functionality or initiating any space modifications.

(2) Upon vacating a facility, ensure the facility is clean and restored to its original condition in conformance with the facilities inspection checklist with PWD/Facilities Maintenance, enclosure (3). Occupants will use reasonable care to avoid damaging existing buildings, equipment and vegetation. Occupants shall not remove any furniture, telephones, fire extinguishers, network devices, communication equipment, network/data distribution devices or any other equipment that is permanently attached to the facility or attached to

infrastructures which service the facility, such as electrical panels, communications hubs, etc. Systems furniture will remain in place to the maximum extent possible when an occupant vacates a facility, unless formally agreed to in written correspondence by the AC/S' G-4 I&L of 3d MAW and MCAS, Miramar. Damage caused by contractors will be handled per FAR 52.237-1, Protection of Government Buildings, Equipment and Vegetation. PWD Facilities Maintenance will sign the Facilities Inspection Checklist, enclosure (3), releasing the occupant of further responsibilities, if the following conditions are met by the occupant:

(a) If the facility is in acceptable condition.

(b) Reimbursable costs have been identified, and in the case of contractors and/or concessionaires, funding has been provided.

5. SOC. Reviews all requests for allocations, changes in usage, or modifications of space at MCAS Miramar.

a. Membership of the SOC consist of the following:

- AC/S, G-3
- AC/S G-3, 3d MAW
- AC/S, G-4 I&L (Chairperson)
- AC/S G-4, 3d MAW
- AC/S, G-6
- AC/S, G-8
- AC/S, Marine Corps Community Services
- PMO
- Fire Dept
- Safety

b. Technical Advisors consist of the following members:

- AC/S, G-1
- AC/S, G-1, 3d MAW Representative
- AC/S, G-6
- AC/S, Environmental
- Public Works Officer
- Zone Managers, PWD Facilities Maintenance Department
- Planning Director (Secretariat)

Note: Occupant Building Managers will serve as the focal points for issues pertaining to the facilities they manage. They will be present at the SOC if issues regarding their facilities are on the agenda.

c. The SOC will meet quarterly or as directed by the Chairperson.

6. Concurrence. The Commanding General, 3d MAW concurs with the provisions of this Order.

A handwritten signature in black ink, appearing to read 'G. L. Goodman', with a long horizontal stroke extending to the right.

G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A

WORK REQUEST (MAINTENANCE MANAGEMENT)
 NAVFAC 9-11014/20 (REV. 2/84 (EF)) (New S/N number pending)

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PW Department see instructions
 in NAVFAC MO-321

Requester see instructions on Reverse Side

PART I--REQUEST (Filled out by Requestor)

1. FROM		2. REQUEST NO.
3. TO		4. DATE OF REQUEST
5. REQUEST FOR	<input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK	5a. REQUEST WORK START
6. FOR FURTHER INFORMATION CALL		7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
8. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)		

9. FUNDS CHARGEABLE	10. SIGNATURE (Requesting Official)
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PART II--COST ESTIMATE
 (Filled out by Maintenance Control Division if estimate requested)

11. TO		12. ESTIMATE NO.
13. COST ESTIMATE		14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
a. Labor		15. <input type="checkbox"/> APPROVED PROGRAMMING TO START IN _____ <input type="checkbox"/> APPROVED PROGRAMMING TO START IN _____ PROGRAMMING TO START IN _____, IF AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE. <input type="checkbox"/> DISAPPROVED. (See Reverse Side)
b. Material		
c. Overhead and/or Surcharge		
d. Equipment Rental/Usage		
e. Contingency		
f. Total		16. SIGNATURE
		17. DATE

PART III--ACTION (Filled out by Requestor)

18. TO	
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved)	20. WORK REQUESTED
<input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER	<input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS
21. SIGNATURE	22. DATE

(See Part IV on Reverse Side)

ENCLOSURE (1)

FACILITY REQUIREMENTS SURVEY

ORGANIZATION	POINT OF CONTACT AND PHONE
Number Of Personnel. Must be billet certified in writing by the AC/S G-1, Director HRO, and NAF Personnel Manager	
Number of Visitors	
Start Date	
Duration <input type="checkbox"/> Temporary (less than or equal to 12 months) <input type="checkbox"/> Permanent (greater than 12 months)	
Space Requirements in Square Feet by type (e.g. Office, Warehouse, Shop, etc.)	
Communications Requirements <input type="checkbox"/> WAN, LAN <input type="checkbox"/> Telephone <input type="checkbox"/> Fiber Optic Data (Computer) Space Requirements, etc.	
Utility Requirements with Estimated Consumption <input type="checkbox"/> Water <input type="checkbox"/> Electric <input type="checkbox"/> Sewage/Restrooms <input type="checkbox"/> Other	
Parking Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number/type of Vehicle	
Security Requirements:	
Comments:	

FACILITIES INSPECTION CHECKLIST

1. Walls, ceiling, woodwork, and doors. Spot clean to remove pencil marks, tape, removable stains, cobwebs, grime and excessive visible dirt. Remove all occupant installed/caused items from walls, ceilings, windows, doors, etc. (such as posters, pictures, notes, calendars, photos, nails, tacks, hooks). Patch and fill holes. Paint as needed.
2. Built-in cabinets. Spot clean to remove pencil marks, tape, removable stains, cobwebs, and any other visible dirt.
3. Lavatories, sinks, commodes, urinals, and showers. Remove soap residue, alkaline/lime deposits, and mildew. Walls will be clean and free of removable stains. Damp mop floors,
4. Fixtures, electric lighting, clean and dust, ensure fixtures have working light bulbs.
5. Floors and installed carpeting. Sweep floors and vacuum/shampoo carpets.
6. Storage areas. Remove dirt, cobwebs, etc. from doors, walls, ceilings, and shelves. Sweep and clean paved areas after removing paint, oil, and grease.
7. Hangars. Remove paint, oil, and grease from paved area and sweep clean.
8. Telephones. Generally, telephones will remain with the building. If you have purchased a telephone with an answering machine, etc., you may take those items when you move; however, the AC/S G-6 (7-1821) will relocate those phones for you.
9. Trash. All trash and any extraneous items must be removed from the building at time of inspection. Grounds around the building will be free of trash and debris.
10. Desks and Waste Baskets. Desks must be cleaned out and wastebaskets emptied.

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NOTES:

1. Any modifications made to the building during occupancy must be approved by the Public Works Officer by submitting a Work Request via all appropriate channels.

2. Items such as fire extinguishers, drinking fountains (free standing) and hard-wired modular furniture will remain with the building. This includes the accessory items to modular furniture (rolling files, plastic trays, etc.). Such items as office furniture and wastebaskets may be left for the next occupant.

CHECK-IN:

AC/S G-4 I&L, PWD Zone Manager:
Occupant's Designated Building Manager:

_____	_____
(Print Name)	(Print Name)
_____	_____
Signature and Date	Signature and Date

CHECKOUT:

AC/S G-4 I&L PWD Zone Manager:
Occupant's Designated Building Manager:

_____	_____
(Print Name)	(Print Name)
_____	_____
Signature and Date	Signature and Date

ENCLOSURE (3)